

S O P F O R A I R C R E W

25X1A6a

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The A/C and aircrew will be under the operational control of Commander [REDACTED]. Contact with the Commander will be direct while at [REDACTED] and through the MATS terminal operator while at [REDACTED].

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While the A/C is away from [REDACTED] maintenance problems will be handled the normal Air Force way except that Norton Air Force Base will be contacted rather than home base. Contact:

Major McClung
Norton Air Force Base
Extension 4184.

Kelly Air Force Base is not to be contacted except to render weekly A/C flying time reports and to coordinate exchange of A/C and aircrew members. Contact:

Major William R. Conklin
Hq. Continental Division, MATS
San Antonio, Texas
Walnut 3-5411, D/ops Office.

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Maintenance problems at [REDACTED] will be handled in a manner prescribed by Commander, [REDACTED]. He will dispose of each incident and base his actions on operational necessity and security needed in each situation.

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Crashes while away from [REDACTED] will be handled by the A/C Commander in the manner prescribed in existing Air Force Regulations. Crashes [REDACTED] or in the PA will be handled in accordance with directives issued by Commander, [REDACTED].

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The shuttle will operate on a scheduled basis, normally departing [REDACTED] at 0700 and departing [REDACTED] at 1600 each day. Deviations from this schedule will be announced as far in advance as possible in order to minimize confusion. All flights arriving and departing [REDACTED] will be conducted under VFR conditions for that portion of the trip between Las Vegas and [REDACTED]. Flight clearances will be filed in accordance with Air Force Regulations. Direct communication between [REDACTED] operations and [REDACTED] will be utilized. Prior to all flights departing [REDACTED] the aircraft commander will be advised as to destination in the event bad weather necessitates a change in the original flight plan.

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SOP FOR AIRCREW (Cont.)

The A/C security officer at [REDACTED] 25X1A6a will be responsible for maintaining the MATS terminal and approving the manifest for all flights departing [REDACTED]. He will establish a firm 25X1A6a decision as to destination in the event bad weather necessitates a change in the original flight plan.

In all instances, the MATS Aircraft Commander will have complete responsibility for safety in flight. He will have authority to make any decision on details in consideration of flight safety. The A/C Commander will have complete control of all passengers and cargo on the A/C as well as the loading of the A/C and he will, in all cases, make the final decision whether or not the flight will go. He will be responsible for compliance with all Air Force Regulations.

The crew will report to [REDACTED] 25X1A6a airport no later than 0600 hours for a 0650 ELDOCA departure each morning or one hour before departure if another time is selected. The pilot will report to CAA and proceed to file a flight clearance while the rest of the crew readies the airplane for flight. Passengers will be loaded at 0635, start engines at 0640, taxi time 0650, and takeoff 0700 hours.

At [REDACTED] 25X1A6a the crew will report at 1500 to base operations, passengers will be loaded at 1545, start engines at 1550, taxi time 1555, and takeoff at 1600.

On return to [REDACTED] 25X1A6a call tower while in the traffic pattern and ask that the fuel and/or oil truck be sent to the Air Force area. A/C will be serviced, immediately on parking, to full oil capacity and 1600 gallons of gasoline. After service, the A/C will be loaded under the direction of the A/C Commander. Maintenance will be performed under the direction of the A/C Commander after loading. Maintenance personnel are under the direct supervision and control of the A/C Commander. Fuel and oil trucks are contacted by calling [REDACTED] 25X1A6a

A master flight plan for this shuttle is filed in CAA office, [REDACTED] 25X1A6a and each pilot can activate the appropriate plan by calling [REDACTED] 25X1A6a and saying: "Activate Flight Plan Number ---- on AF (A/C No.)" or by radio by calling [REDACTED] 25X1A6a radio on VHF, Channel ALPHA.

SOP FOR AIRCREW (Cont.)

Flight Plan No. 1 -- 25X1A6a 25X1A6a
[REDACTED]

Flight Plan No. 2 -- 25X1A6a [REDACTED] same route with 25X1A6a
five minute passenger stop at [REDACTED]

25X1A6a This system will eliminate the need to file a clearance every
morning at [REDACTED] and none at all at [REDACTED] 25X1A6a

Crew changes (pilot only) and A/C number changes are made
by telephone or radio. On all military clearances, [REDACTED] 25X1A5a2
Service is notified by CAA immediately after A/C takeoff. Flight
plan is closed by radio to [REDACTED] tower or to CAA by telephone: 25X1A6a
Telephone Thornwall 6-0400.

Weather is obtained by calling CAA, Weather: Telephone
Stanley 7-6437.